

MANAGEMENT NOTICE

Vacancy Announcement

American Consulate General, Guayaquil

Number:	2010-HR-13	To:	All Interested Candidates
Date:	May 17, 2010	From:	Judy Moore - Management Officer
Subject:	General Maintenance / Carpenter		

OPEN TO: All Interested Candidates;

POSITION: General Maintenance / Carpenter,
FSN- 5 / FP-9*

OPENING DATE: May 17, 2010

CLOSING DATE: June 01, 2010

WORK HOURS: Full time; 40 hours per week.

SALARY: *Not-Ordinarily Resident:
US\$13.18 per hour (Starting salary)
(Position Grade: **FP-9** to be confirmed by Washington)

*Ordinarily Resident:
FSN-5: US\$16,426, per annum (starting salary)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR
CONSIDERATION.

The U.S. Consulate General in Guayaquil-Ecuador is seeking an individual for the
position General Maintenance / Carpenter in the Management Section.

BASIC FUNCTION OF POSITION

Employee performs full range maintenance work including basic plumbing and electrical
repair with a specialization in journeyman level carpentry.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (593-4) 2323570 ext 210 or GYQRecruitment@state.gov.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. **EDUCATION:** Must have completed vocational training or apprenticeship recognized as producing journeyman skills in carpentry.
- b. **PRIOR WORK EXPERIENCE:** Two years experience as a journeyman in carpentry.
- c. **POST ENTRY TRAINING:** On the job training in USG building codes and SHEM regulations.
- d. **LANGUAGE PROFICIENCY:** Level I English (rudimentary) and Level III Spanish (good working knowledge).
- e. **KNOWLEDGE:** Full journeyman knowledge of carpentry practices and procedures.
- f. **SKILLS AND ABILITIES:** Must possess a local professional driver's license in order to drive the maintenance vehicle; and must be able to use carpentry tools and techniques safely and effectively. Must have the ability to work independently.
- g. Must have a valid driver's license.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. Currently employed U.S. Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- a) Application for U.S. Employment Form (DS-0174) - Please see our website (<http://guayaquil.usconsulate.gov>);
- b) Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application;
- d) Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
- e) **A cover page stating how applicant meets all requirements stated above.**

SUBMIT APPLICATION TO

- 1) Per email (preferred method)
GYQrecruitment@state.gov
- 2) Per hand delivery
U.S. Consulate General Guayaquil
9 de Octubre y Antepara
Guayaquil
- 3) Per mail (please note this method often results in applications arriving too late to be considered) Human Resources Office
Attention: HR Officer
American Consulate General
Casilla X
Guayaquil-Ecuador

POINT OF CONTACT

Human Resources Office

Phone: (593-4) 2323570 ext. 210

Fax: (593-4) 2325286

GYQrecruitment@state.gov

DEFINITIONS

- 1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or child who is at least age 18
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign

Service post or establishment abroad with a U.S.G agency that is under COM authority;

- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a U.S.G annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

CLOSING DATE FOR THIS POSITION: JUNE 01 2010

The U.S. Mission in Ecuador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

GSO/HR: ADuBose/MNegrere
FMO: TSchmitz/MTorres